

Read and discuss this policy with your parents/guardians. In order to receive technology privileges, this form must be signed and returned to school by Monday, September 14 in the envelope provided on pick-up day.

Electronic Information/Communications Policy/Agreement

Appropriate Use Policy and Guidelines

The Madeleine School offers online electronic information services including but not limited to the internet for students. The Madeleine School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Madeleine School will make reasonable efforts to prevent students from misusing information services. Listed below are the provisions of this agreement. If a student violates these provisions, access to information services may be denied and the student may be subject to disciplinary action.

Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Guidelines on what is appropriate use for subject areas and/or classroom usage is discussed, taught, and reinforced at each grade level. The principal may remove a user at any time deemed necessary or appropriate. The administration, staff, and faculty of The Madeleine School may request that the principal deny, revoke, or suspend specific users.

Personal Responsibility

The student will accept personal responsibility for reporting any misuse of the network to the appropriate authority (media specialist, library assistant, classroom teacher, principal). Misuse may occur in many forms, including but not limited to using a program(s) or game(s), visiting website(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, as well as violating provisions of *Acceptable Use*, *Network Etiquette and Privacy*, or *Security* listed below.

Acceptable Use

The use of any information services must, in the judgement of The Madeleine School, be related to student education and research in accordance with the educational goals and objectives of The Madeleine School. The student is personally responsible for compliance with this provision at all times when using information services.

The student may not:

- Use the information services for any inappropriate means which includes but is not limited to the entering, signing, referring, sending, receiving or viewing of any visual or language manifestation of sex, sexuality, nudity, vulgarity, cursing, racism, hatred, threats, bullying or groups that promote such behavior.
- Use, reproduce or transmit any material in violation of any federal, state or local laws. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.

- Use the information services for any commercial or profit-making activity.
- Use the information services to advertise a product or for lobbying or other political purposes.
- Use email or messaging services for non-school related purposes and without school consent.

Inappropriate use of electronic information resources may be a violation of local, state, and federal laws and will be reported to local law enforcement.

Network Etiquette and Privacy

The student is expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- *Be polite.* Never send, or encourage others to send, abusive messages.
- *Use appropriate language.* The student is a representative of the school on a non-private system that may be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- *Honor privacy.* The student should not reveal his/her home address, personal phone number, and email addresses or the home addresses, phone numbers, and email addresses of other students. Students may not photograph, screenshot or transmit images of others under any circumstances.
- *Avoid network disruptions.* Do not use the network in any way that would disrupt use of the network by others.

Security

Security on any computer system is a high priority because there are so many users. If the student identifies a security problem, notify the media specialist, library assistant, or teacher in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information services. Chromebooks are monitored, when logged into a student account, by Go Guardian.

Vandalism

Technology vandalism is the intentional harming or destroying of the school's technology hardware and/or the school's software and/or data of other user(s) or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of technology privileges, disciplinary action, and/or referral to law enforcement officials.

Services

The Madeleine School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Madeleine School will not be responsible for any damages suffered while on this system. These damages may include, but are not limited to, loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or student errors or omissions. Use of any information obtained via the information system is at the student's own risk. The Madeleine School specifically disclaims any responsibility for the accuracy of information obtained through its information services. The Madeleine School is not responsible for the reliability of network services in the home.

Please return ONLY this sheet to the school in the postage paid envelope

I have read and agree to follow The Madeleine School's Electronic Information/Communications

Student Name _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____